



NH OPLC - Technical Division
121 South Fruit Street, Suite 201
Concord, NH 03301

Professional Engineers, Architects, Land Surveyors,
Natural Scientists, Foresters, Professional
Geologists, Landscape Architects, Court Reporters,
Home Inspectors, Manufactured Housing Installers,
Real Estate Appraisers, Electricians and Certified
Public Accountants

COMPLAINT FORM

_____ NAME OF PROFESSION	_____ DATE FILED
_____ (COMPLAINANT'S NAME)	_____ (LICENSEE'S NAME)
_____ (Mailing Address)	_____ (Mailing Address)
_____ (Street Address)	_____ (Street Address)
_____ (City, State, Zip)	_____ (City, State, Zip)
_____ (Home Phone)	_____ (Telephone Number)
_____ (Work Phone)	_____ (License Number – Optional)
_____ (E-mail Address)	

Was the Job Completed? Yes No
Date Started: _____ Date Finished: _____ Was a Permit Obtained: _____

Was the Job Inspected by local Authority? Yes No
Approval date: _____ Inspected by: _____

(If you answer yes to any of the questions below please provide pertinent details on page 2)

Have you attempted to resolve your complaint with the licensee? Yes No

Did you inform the licensee that you were filing a complaint with the Board? Yes No

Has any civil action been taken in this case, what was the outcome? Yes No

Was another licensed professional consulted about the problem?
(Professional Engineer, Architect, Land Surveyor, Forester, CPA, etc.) Yes No

BASIS FOR YOUR COMPLAINT

Please describe in detail the basis for your complaint, add additional sheets if necessary. Describe the work the licensee was hired to perform; the location of the project; the problem(s) encountered, list of evidence. Include copies of plans, maps contracts or other pertinent data. **Include copies of land surveys, home inspection reports, appraisal reports, contracts, guarantees or any other relevant information.**

Other person(s) with first hand knowledge of your complaint:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Have you consulted an attorney? Yes No

If so, please provide the following:

Name of Attorney: _____

Attorney's Address: _____

Telephone Number: _____

I understand that my complaint will be copied to the licensed professional that I have submitted this complaint against.

COMPLAINANT'S SIGNATURE: _____

Date: _____

Please Note:

→ **New Hampshire law does not grant the Board authority or jurisdiction over civil matters. The Board's jurisdiction is limited.**

→ **The Boards do not have the authority to recover funds, award damages, or make judicial determinations. To pursue these types of remedies, you should seek legal advice.**

→ **The Boards can only impose disciplinary sanctions against a licensed professional found to have violated New Hampshire Laws or Administrative Rules.**

THE SECTION BELOW IS FOR COMPLAINTS AGAINST APPRAISERS

Address of the Property mentioned in the complaint: _____

Was a Supervisory Appraiser or a Co-Appraiser Involved? Yes No:

Name: _____ License Number: _____

Firm: _____ Phone Number: _____

Address: _____

Mail to: NH OPLC - Technical Division
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